

## **Pleasant Acres Nursing & Rehabilitation Center Job Description**

**EEO Classification:** Service

**Position held by:**

**Job Title:** Boiler Operator

**Revision Date:** 11/01/2009

**Status:** Bargaining

**Full time** ☒ **Part time** ☐

**Department No:** 46

**Department Name:** Plant Ops

**Reports to:** Director of Plant Operations

**Director's Name:**

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### **POSITION SUMMARY**

1. Must have working knowledge of boiler and steam system maintenance and repairs.
2. Must be familiar with gas/oil fired fire tube boilers, including start-up procedures, boiler water treatment, and water analysis.
3. Must know boiler blow-down technique and care of apparatus, including feed water pumps, gauges, and instrumentation.
4. Should be qualified, if necessary, to pass a State examination for Class I License.
5. Maintain records.
6. Must have valid Pennsylvania drivers license.
7. Know and utilize reality orientation techniques.
8. Comply with department and facility procedures, safety and fire prevention standards.
9. Perform other duties as assigned.
10. Must have own hand tools applicable to the trade.
11. Attend appropriate in-services.
12. Must be able to lift, push, pull, and move equipment, supplies, etc., in excess of eighty (80) lbs.  
Must be able to assist in the evacuation of residents.
13. Must have at least two (2) years experience.
14. Works in all areas of the facility. Sits, stands, bends, lifts and moves intermittently during working hours.
15. Will be required to climb and work off of ladders.
16. Is subject to frequent interruptions and may need to reschedule maintenance activities
17. May deal with residents
18. Works in all areas of the facility.
19. Work performed in all types of weather conditions.
20. Post-offer medical examination or inquiry mandated condition for employment.
21. Is subject to frequent interruptions and may need to reschedule maintenance activities.
22. Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances
23. Is subject to hostile and emotionally upset residents, family members, etc.

24. Communicates with maintenance personnel and other department personnel.
  25. Works beyond normal working hours and in other positions temporarily, when necessary.
  26. Attends and participates in continuing educational programs
  27. Is subject to falls, burns from equipment, odors, etc., throughout the day, as well as to reactions from dust, disinfectants, etc.
  28. May be exposed to physically and/or mentally ill residents at the facility.
  29. May be required to work on weekends and holidays
  30. May be required to work on shifts other than the one for which hired.
  31. May be required to work in cramped spaces and in adverse weather conditions
  32. Must be able to effectively read, write, speak, and understand the English language.
  33. Must possess the ability to make independent decisions, to follow instructions, and to accept constructive criticism.
  34. Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public.
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### **ESSENTIAL REQUIREMENTS, DUTIES, AND RESPONSIBILITIES**

Other reasonable duties as assigned by supervisor.

Requirements are representative of minimum knowledge, skills and abilities. To perform this job successfully, the incumbent will possess the ability or aptitude to perform each duty *proficiently*, and comply with Association policies and procedures, as outlined in the Employee Handbook.

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### **NON-ESSENTIAL DUTIES**

(Additional duties that are required, although may be assigned to another employee due to special circumstances applicable to the employee.)

Filing, Copying, Answering Phone

## PHYSICAL AND MENTAL JOB REQUIREMENTS

**Job Title:** Boiler Operator

Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

### 1. Schedule

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Full-Time | <input checked="" type="checkbox"/> Day Shift     | <input checked="" type="checkbox"/> Weekends |
| <input type="checkbox"/> Part-Time            | <input checked="" type="checkbox"/> Evening Shift |  |

### 2. Supervision Level

- ☐ Extremely Close Supervision
- ☐ Moderate Supervision
- ☒ Minimal Supervision

### 3. Initiation of Work

- ☐ Supervisor Will Direct to Next Task
- ☐ Initiation Helpful, but Not Necessary
- ☒ Must Initiate Own Work

### 4. Independence

- ☐ Supervisor Will Cue on a Frequent Basis
- ☐ Ability to Complete Assignments with Moderate Oversight Required
- ☒ Ability to Complete Assignments with Little Oversight Required

### 5. Work Routine

- ☐ Routine Never Varies; Structure is Tight
- ☒ Occasional Routine Change; Generally Planned in Advance
- ☐ Routine Changes Often; Little Structure to Task Sequence

### 6. Rate of Work

- ☒ Fast Pace
- ☐ Moderate Pace
- ☐ Slow Pace

### 7. Following Directions

- ☒ Full Understanding of Both Written and Verbal Instructions Required
- ☐ Understanding of Verbal Instructions Only Required
- ☐ Understanding of Written Instructions Only Required

### 8. Communication - English

- ☒ Excellent Verbal Communication Skills Necessary
- ☐ Basic Verbal Communication Skills Necessary
- ☐ Limited or No Verbal Communication Skills Necessary

## 9. Functional Reading - English

- ☒ Fluent Reading
- ☐ Simple Reading
- ☐ Recognition of Signs/Symbols
- ☐ No Reading Skills Required

## 10. Hearing

- ☒ Ability to Hear Required
- ☐ Hearing Not Required

## Seeing

- ☒ 20/20 Vision with Corrective Eyewear
- ☐ Limited Vision
- ☐ Vision Not Required

## 11. Functional Math

- ☐ Complex Computational Skills (Accounting and Financial Skills)
- ☒ Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
- ☐ Simple Counting Skills
- ☐ No Mathematical Skills Needed

## 12. Interaction with Customers

- ☒ High Visibility, Frequent Interaction Required
- ☐ High Visibility, Infrequent Interaction Required
- ☐ Low Visibility, Frequent Interaction Required
- ☐ Low Visibility, Infrequent Interaction Required
- ☐ No Interaction Necessary

## 13. Appearance Requirements

- ☒ Compliance with Employee Dress Code Required
- ☐ Compliance Not Required due to Nature of Job

## 14. Time

- ☒ Must Tell Time to the Minute
- ☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

## 15. Orientation (Familiarity with Surroundings)

- ☐ Work Area
- ☐ Room Only
- ☒ Building Only
- ☐ Several Blocks From Building

## 16. Mobility Skills

- ☒ Mobility Within the Building
- ☐ Mobility Within a Four Block Radius
- ☐ Driving Required

## 17. Sitting

- ☒ 75% - 100%
- ☐ 50% - 75%
- ☐ 25% - 50%
- ☐ Less than 25%

## Standing

- ☐ 75% - 100%
- ☐ 50% - 75%
- ☐ 25% - 50%
- ☒ Less than 25%

**18. Bending**

- |  |  |
|--|--|
| <input type="checkbox"/> Knees and Waist | <input checked="" type="checkbox"/> Waist Only |
| <input type="checkbox"/> Knees Only      | <input type="checkbox"/> No Bending Required   |

**19. Lifting**

- |  |  |
|--|--|
| <input type="checkbox"/> Greater than 50 lbs.    | <input type="checkbox"/> Less than 10 lbs.   |
| <input checked="" type="checkbox"/> 10 - 30 lbs. | <input type="checkbox"/> No Lifting Required |

**20. Reaching**

- |  |   |
|--|---|
| <input type="checkbox"/> Greater than 6 Feet   | <input type="checkbox"/> Less than 2 Feet     |
| <input checked="" type="checkbox"/> 2 - 6 Feet | <input type="checkbox"/> No Reaching Required |

These statements are intended to describe the nature and level of work being performed by people assigned to this position. This is not an exhaustive list of all responsibilities and duties required of the job incumbents.